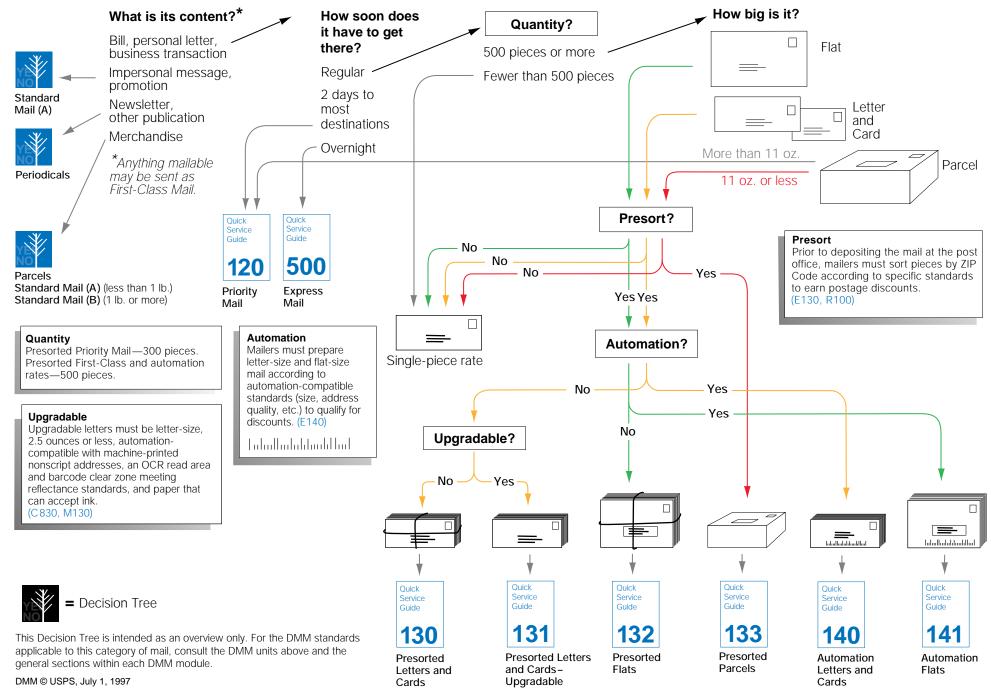
First-Class Mail







Standard Mail (A)—Letters



How big is it?



Letter

Flat

Standard Mail (A)

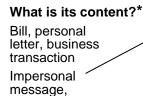
Flats and Parcels

Parcel

or Card



Periodicals



promotion Newsletter. other publication

*Anything mailable may be sent as First-Class Mail.

Quick Service Guide 120

Priority

Mail

it have to get there? Regular -

How soon does

2 days to most destinations

Overnight

Quick Service Guide

Mail

500 Express

Mail (B)

How much

does it weigh?

Less than 1 lb.

1 lb. or more

Standard



Mailers must prepare letter-size mail according to automation-compatible standards (size, address quality, etc.) to qualify for discounts. (E640)

Lubudhalahahdankhlad

Presort

Prior to depositing mail at the post office, mailers must sort pieces by ZIP Code according to specific standards to earn postage discounts. (E630, R600)

Quantity

Minimum quantities apply per bulk rate mailing—200 pieces or 50 pounds.



Destination Entry

Mailers may receive postage discounts for entering mail nearer its destination. Discounts are available for entry at BMC, SCF, or delivery unit serving mail's destination. (E650, R600)

Upgradable

Upgradable letters must be letter-size, 2.5 ounces or less, automation-compatible with machine-printed nonscript addresses, an OCR read area and barcode clear zone meeting reflectance standards, and paper that can accept ink. (C830, M610)

This Decision Tree is intended as an overview only. For the **Decision Tree** DMM standards applicable to this category of mail, consult the DMM units above and the general sections within each DMM module.

Nonprofit

Mailers must meet specific standards for a qualified nonprofit organization and received prior authorization from the USPS to mail at the Nonprofit Standard Mail rates. Other restrictions apply to matter mailed at special rates (E670).

Quick Service Guide

Quick

Guide

Service

Nonprofit Destination **Entry Discounts** Eligibility (DBMC/DSCF/ DDU)

Letters Quick Service

Single-piece rate

Upgradable?

Guide 630

Nonautomation

Nonautomation Letters

Guide Nonautomation Letters-

Nonautomation

Upgradable

Letters

Quick

Service

Quantity?

200 or more

Less than 200

No

No

Automation Letters Upgradable

Guide 642

Enhanced Carrier Route Nonautomation Letters

Nonautomation

Carrier Route

Letters

Quick

Service

Enhanced

Automation

Letters

Quick

Guide

Service

Carrier Route

Carrier Route Automation Letters

Nonprofit? **Destination entry?**

Automation

Quick

Service

640

Letters

Presort?

Yes

Automation?

Density?

·Nο

No

Yes

Yes

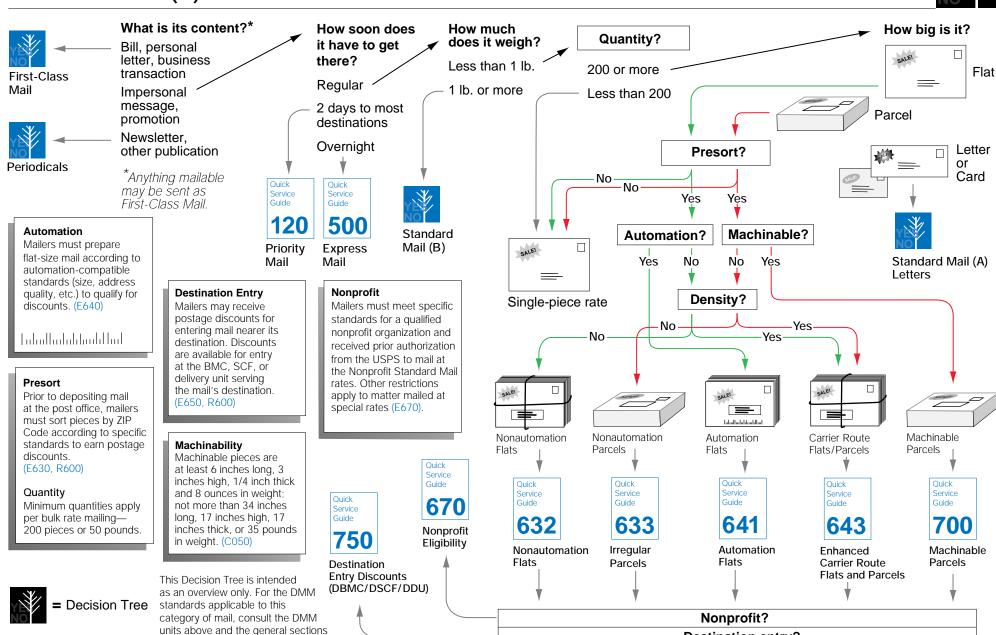
Yes

Standard Mail (A)—Flats and Parcels

within each DMM module.



Destination entry?



Standard Mail (B)



Library Mail

Quick

Guide

Service

Library Mail

Quick

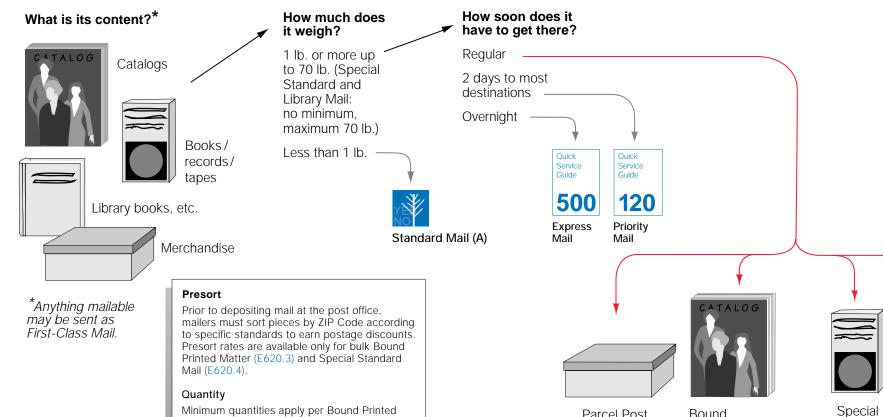
Service

652

Special

Standard Mail

Guide



Quick

Service

750

Destination

Entry Discounts

(DBMC/DSCF/ DDU)

Guide

Parcel Post

Quick

Guide

Service

650

Parcel Post

Destination

entry?

Quick

Service

700

Parcels

Machinable

Guide

Bound

Printed Matter

Quick

Guide

651

Bound

Printed Matter

Machinable?

This Decision Tree is intended as an overview only. For the DMM standards applicable to this category of mail, consult the DMM unit above and the general sections within each DMM module.



Decision Tree

Destination Entry—Parcel Post In addition to lower zone rates, mailers may receive postage discounts for entering mail nearer its destination. The amount of discount increases as the entry of the mail is closer to its final destination. Discounts are available for entry at the ASF or BMC serving the mail's destination. (E652, R600)

Matter mailing — 300 pieces. (E630.3) Minimum

quantities apply per Special Standard Mail

5-digit or BMC rate mailing—500 pieces.

(E630.4)

DMM © USPS, July 1, 1997

Periodicals



Newsletter

Parcel

What is its content?*

News and information. four times a year minimum to subscribers or requesters (or issued by qualified organization) (E210)

Irregular frequency, free/general distribution, high/only advertising (E610)

*Anything mailable may be sent as First-Class Mail.

Standard

Automation

Mail (A)-Letters

Mail (A)-Flats

and Parcels

Standard

Mailers must prepare lettersize and flat-size mail according to automationcompatible standards (size. address quality, etc.) to qualify for discounts. (E240, R200)

Presort

Prior to depositing the mail at the post office, mailers must sort pieces by ZIP Code according to specific standards to earn postage discounts. All Periodicals must be presorted. (E230, R200)

Preferred Rates

Publications may qualify for Preferred rates if the publishing organization and/or its publication meet specific standards. Specific prior authorization from the USPS is required. (E270)

Destination Entry

In addition to lower zone rates, mailers may receive postage discounts for entering mail nearer its destination. The amount of discount increases as the entry of the mail is closer to its final destination. Discounts are available for entry at the SCF or delivery unit serving the mail's destination. (E250, R200)



Quick

Periodicals Nonprofit, Classroom. Science-of-Agriculture

Service Guide **750**

Destination **Entry Discounts** (DBMC/DSCF/ DDU)

Quick

Regular

No

Nonautomation Letters

Quick Service Guide 230

Regular Nonautomation Letters

Regular Automation Letters

Yes

Quick Service Guide 240

Regular Automation Letters

Regular Nonautomation Flats

Quick Service Guide 231

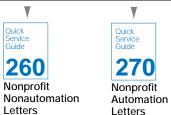
Regular Nonautomation Flats

 \mathbf{V} Quick

241

Regular Automation Flats

Destination entry? Nonprofit rates?



Quick Service Guide

Flats

261 Nonprofit **Nonautomation** Quick Service

Nonprofit Automation Flats

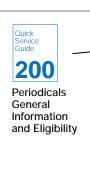
Destination entry?

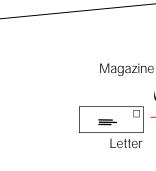


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➤ How big is it?









NEWSLETTER

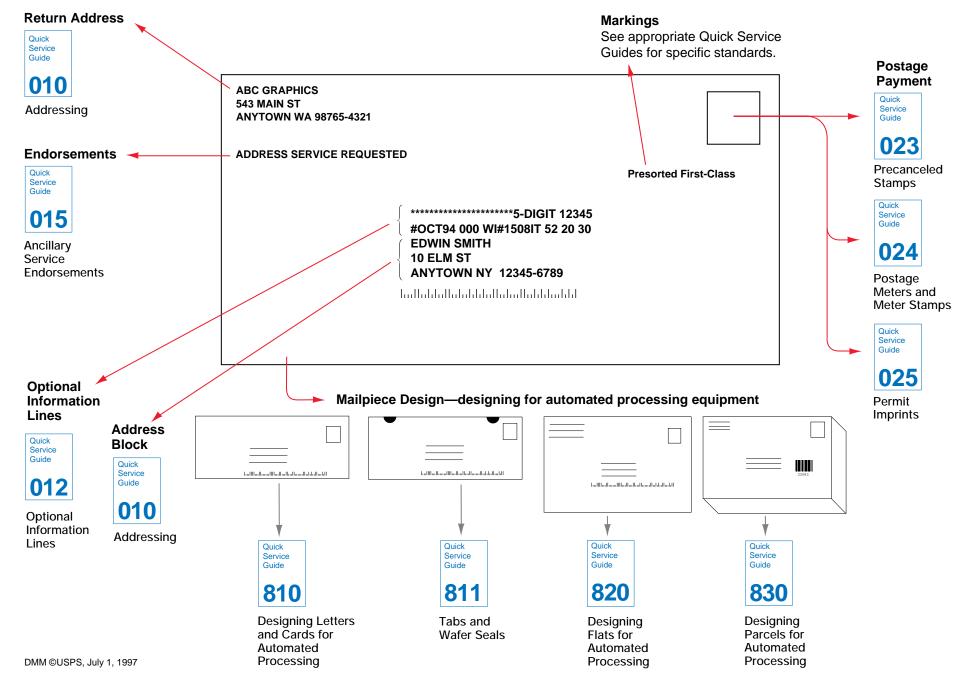












Reply Mail



